

SUPREME COURT OF ILLINOIS  
USER MANUAL FOR ELECTRONIC RENEWAL OF  
CERTIFICATE OF REGISTRATION PURSUANT TO SUPREME COURT RULE 721

1. **Electronic Renewal Allowed.** Supreme Court Rule 721 requires all law firm professional service corporations, professional associations, limited liability companies and registered limited liability partnerships registered with the Court to renew the firm's registration each year by January 31, and pay an annual renewal fee of \$40. Law firms may file renewal applications for certificate of registration under Rule 721, and pay the renewal fee, with the Court electronically over the Internet as provided in this Supreme Court of Illinois User Manual for Electronic Renewal of Certificate of Registration Pursuant to Supreme Court Rule 721 ("Rule 721 manual").
2. **Definitions.** The following terms shall be defined as follows:
  - a. **"Electronic Filing Provider"**(e-filing provider) means the Court approved vendor providing e-filing of documents via the Internet. The service may be accessed on the Court's website at [www.state.il.us/court](http://www.state.il.us/court) or by using a Public Access Terminal located at the Supreme Court Clerk's office in Springfield.
  - b. **"Public Access Terminal"** means a publicly accessible computer provided by the Court for the purposes of allowing e-filing. The public access terminal is located in the Supreme Court Clerk's office in Springfield and is available during normal business hours.
  - c. **"Electronic Filing"** (e-filing) means uploading a document directly from the registered user's computer or the Public Access Terminal using the e-filing provider to file that document with the Court.
  - d. **"Transaction Confirmation"** means a confirmation that is transmitted to a registered user after a registered user has submitted a transaction through the e-filing provider to the Court. The transaction confirmation displays a transaction number and the date and time the transaction was submitted by the registered user through the e-filing provider. The transaction confirmation shall serve as the submitting party's proof of submission.
  - e. **"Transaction Number"** means a unique number assigned by the e-filing provider to each e-filing transaction and is used to track e-filing transactions.
  - f. **"PDF"** means Portable Document Format, a proprietary file format developed by Adobe Systems, Inc.
  - g. **"Registered User"** means an individual who has registered a username and password with the e-filing provider and has been approved by the Supreme Court Clerk ("Clerk") for electronic filing of documents.
  - h. **"Technical Failure"** means a malfunction of the e-filing provider's or the Court's hardware, software, and or telecommunications facility which results in the inability of a registered user to submit a document electronically. It does not include the failure of a user's equipment.

3. **Scope.**
  - a. Only **RENEWAL** applications for certificate of registration pursuant to Supreme Court Rule 721, including supporting documents (list of shareholders/members/partners, affidavit of insurance or §1-109 verification), may be e-filed.
  - b. The Clerk's office will reject e-filed new applications for certificate of registration; name change applications for certificate of registration; and applications for certificate of registration that require a motion regarding Rule 721/722. These documents shall be submitted in paper format by traditional mail service to the Clerk's office.
4. **Registration, Change of Contact Information, Usernames and Passwords.**
  - a. Registration shall be on a form available on the e-filing provider's website. The registrant shall provide the e-filing provider the requested registration information, including a secure username and password to use when e-filing a document. This username and password shall also function as a signature on each e-filed document, as provided in paragraph 6, and shall authorize payment of all statutory fees and service fees, as provided in paragraph 8.
  - b. The Court reserves the right to revoke a registered user's privileges with or without cause.
  - c. Once registered, it is the responsibility of the registered user to keep his or her e-mail address and other contact information current with the e-filing provider.
  - d. If an attorney is suspended or disbarred by the Court, his or her e-filing account access shall be suspended. If reinstated, the attorney must re-register.
5. **Format of e-filed documents.**
  - a. Except as otherwise provided, an e-filed document shall comply with current Supreme Court Rules governing paper filings, including but not limited to the information required in Supreme Court Rules 721 and 722, if applicable.
  - b. An e-filed application for certificate of registration must be completed and downloaded from the electronic provider's website.
  - c. If a firm e-filing a renewal application for certificate of registration cannot include its entire list of shareholders/members/partners as required by Supreme Court Rule 721 within the space limits allotted on the electronic application, the registered user shall upload on the electronic filing provider's website the list in text-searchable PDF format compatible with the latest version of Adobe Reader as a separate document.
  - d. Whenever possible, scanning should be avoided. Except as otherwise provided by this manual, an e-filed document created by a word processing program shall not be a scan of the original but must instead be converted directly into a PDF file using Adobe Acrobat, a word processing program's PDF conversion utility, or another software program.

- e. A list of shareholders/members/partners may be scanned if necessary, but scanning should be avoided when possible. If scanning is unavoidable, the scanned list of shareholders/members/ partners must be made searchable using optical-character-recognition software, such as Adobe Acrobat Professional, and have a resolution of 300 dots per inch (dpi) with a "black and white" setting.
- f. The size of a single document shall not exceed 175 megabytes. The registered user is responsible for dividing an uploaded document into appropriately sized parts if a single document exceeds 175 megabytes.
- g. To e-file a renewal application for certificate of registration under the optional Supreme Court Rule 722, a registered user must submit evidence of the firm's "minimum insurance" and/or "proof of financial responsibility", as defined in Rule 722, in the form of either a notarized affidavit of insurance, or a Code of Civil Procedure §1-109 verification by certification, signed by an authorized shareholder, member or partner of the firm. The registered user shall upload the notarized affidavit of insurance or the §1-109 verification by certification as a separate document in the same transaction with the associated renewal application and separate list of shareholders/members /partners, if applicable.
  - If a notarized affidavit of insurance is uploaded, it must contain the necessary signatures (See para. 6b of this Rule 721 manual) and the shareholder/member/partner shall retain the original affidavit bearing original signatures and notarial seal in the event that the original affidavit is needed.
  - If a §1-109 verification by certification is used, the shareholder/ member/partner who is the registered user may complete and upload the §1-109 verification by certification form located on the electronic filing provider's website, under "Download §1-109 Verification Form". It is the registered user's responsibility to determine if the §1-109 verification form complies with §1-109 of the Code of Civil Procedure.
- h. The maximum number of documents authorized for e-filing in a single transaction is three (3) and includes the renewal application for certificate of registration; the list of shareholders/members/partners, if contained in a separate document from the renewal application; and, the notarized affidavit of insurance or the §1-109 verification by certification, if applicable.
- i. Each document shall be uploaded separately in the same transaction and shall apply to the same certificate number. Documents relating to more than one certificate number submitted in a single transaction will be rejected.
- j. An e-filed document must not contain a virus or malware. The e-filing of a document constitutes a certification by the registered user that the document has been checked for viruses and malware.
- k. The Court may reject an e-filed document for nonconformance with this manual or Supreme Court Rules.

**6. Signatures on e-filed documents.**

- a. Except as otherwise provided, the confidential, secure username and password that the registered user must use to e-file a document constitutes the registered user's signature on the document, in compliance with requirements of Supreme Court Rules and statutes regarding original signatures on Court documents. When a signature is provided in this manner, the registered user must also include either an "/s/" and the registered user's name typed in the space where the registered user's signature would otherwise appear or an electronic image of the registered user's signature, which may take the form of a public key-based digital signature or a scanned image of the registered user's signature. The registered user shall not allow his or her username or password to be used by anyone other than an agent who is authorized by the registered user.
- b. If submitting a notarized document or another document sworn to, or made under oath, other than the §1-109 Verification made available at the Electronic Filing Provider site, the registered user must e-file the document as a scanned image containing the necessary signature(s).

**7. Timing of e-filing; mechanics.**

- a. The e-filing provider is an agent of the Court for the purpose of e-filing and receipt of electronic documents. Upon submission of the e-filed application, the e-filing provider shall provide the registered user with a transaction number followed by an e-mailed transaction confirmation that includes the transaction number, a list of documents submitted and the date and time of submission. The transaction confirmation shall serve as proof of submission.
- b. A renewal application shall be considered timely submitted if e-filed and payment made of the required renewal fee as provided in subparagraph (d), at any time before midnight on or before January 31.
- c. An e-filed renewal application submitted to the Clerk's office after midnight or on a day when the Clerk's office is not open for business shall, unless rejected, be stamped "filed" on the next business day for which the Clerk's office is open to receive conventional renewal applications.
- d. An e-filed renewal application submitted to the Clerk for filing shall not be deemed filed until the statutory fee (\$40) has been paid. After review of an e-filed document, the registered user shall receive an e-mail notification of the review results. If the document has been "accepted", the registered user shall be notified that payment is now due. The registered user shall then log onto the e-filing provider's site, locate the filing by transaction number and make the required e-payment as provided in paragraph 8.
- e. In the event the Clerk rejects a submitted renewal application following review, the application shall not be "accepted" and the registered user shall receive an e-mail notification of the rejection along with a message explaining the reason the application was rejected. Registered users may be required to re-submit documents to comply with applicable Supreme Court Rules.

- f. The Clerk may choose to review e-filed renewal applications at a later date; however, accepted filings shall relate back to the date the document was timely submitted, in accordance with this paragraph 7.
- g. If a renewal application is submitted as a Supreme Court Rule 722 filing and the affidavit of insurance or §1-109 verification is missing or improper, the renewal application will be rejected. Likewise, if a renewal application is submitted as Supreme Court Rule 721 filing with an affidavit of insurance or §1-109 verification, the renewal application will be rejected.
- h. If an e-filed renewal application is untimely due to a technical failure or a system outage, the registered user may request appropriate relief from the Court.

8. **Payment of Filing Fees.**

- a. Registered users e-filing a renewal application shall pay the required statutory fee electronically to the Court through the e-filing provider. Accepted methods of payment include MasterCard, Visa, Discover, American Express, E-check and debit card. The Statutory fee shall be paid before the renewal application will be deemed filed. The accepted and filed document bearing the Clerk's electronic file stamp may not be downloaded by the registered user until payment is received.
- b. All e-payments will be charged a \$1.25 convenience fee for processing of the e-payment, in addition to the statutory renewal fee of \$40.